

CITY OF TUCSON SMALL BUSINESS COMMISSION (SBC)
MINUTES OF THURSDAY, SEPTEMBER 22, 2005

Mayor and Council Chambers
255 West Alameda, 1st Floor
Tucson, Arizona 85701

1. Call to Order and Introductions

The meeting was called to order at 4:05 pm.

Members Present

Joanna Dinan, Chair	Deb Turner
Jan Gordley	Marion Hook
Don Windmiller, Vice Chair	Britton Dornquast
Joe Higgins	Chuck Josephson
Katharine Kent, P.E. CEM	Eva Macias
Lola Kakes	Richard Krone
Diane Castro	

Members Absent/Excused

Les Gin	Kendall Morgan
Leonard Gulotta	Eddie Escalante

Others Present

Dave Deibel, City Attorney's Office	Pat Tapia, Utility Services Department
J. Scott Douthitt, Finance Director	Eliseo Garza, Utility Services Department
Ramon Gaanderse, Ward 3	Alexis Paterson, Ward 6
Joe Ladenburg – City of Tucson Finance Department	
Ellen Hitchings, Kathy Maish – City of Tucson Finance Department	

2. Approval of the August 25, 2005 minutes.

Unanimously approved and accepted. Motion by Richard Krone, 2nd by Deb Turner.

3. Chairperson Report:

- Welcome to Marion Hook, Adobe Rose Inn.
- Basis School seniors can be hired as volunteer/interns. If anyone is interested please contact Ellen Hitchings.
- Changes to the SBC Resolution will go before Mayor and Council in two weeks.
- Service Providers quarterly meeting in November. Deb Turner will give update.
- Britton Dornquast/Joe Higgins -- liaisons with the Pima County SBC.

4. Open Meeting Laws – Discussion

Dave Diebel from the City Attorney's Office spoke and answered questions. The handout he spoke from will be distributed to the members.

5. Commercial Recycling Program – Presentation/Discussion

Pat Tapia, Utility Services Department, spoke about recycling services and what they offer to the community and commercial businesses. He gave out brochures to the SBC members.

6. Solar Incentives Update – Discussion/Action

Katharine Kent gave update from last meeting. Based on the agenda for next Monday, the item provides a building permit waiver of \$100,000 for retrofit and \$100,000 for new construction, commercial and residential. Item goes before Mayor and Council in October.

7. Non-Program vs. Program City for Sales Tax Reporting/Collection – Presentation/Discussion
Ellen Hitchings spoke regarding why the City of Tucson chooses to collect their own taxes.
8. SBC Meeting Content and Time – Discussion/Action
 - Since the main purpose of the SBC is to advise Mayor and Council, information discussed at the meetings needs to be something that will result in a recommendation that can be brought before Mayor and Council, not just for the purpose of general information.
 - Number of items on the agenda to be limited to a number that will keep the meeting to the 4:00 to 6:00 timeframe. Possible guidelines for each item to be 10 minutes for presentation and 5 minutes for discussion/questions.
 - Each item on the agenda will state, “Discussion/Action”, so that items can be voted on and action taken, and then can be brought before Mayor and Council.
 - A motion to change the start and end time of the meetings was made by Katharine Kent and 2nd by Britton Dornquast. Motion failed by vote of 10 against to 3 for.
 - Suggestion was also made to move the Call to the Audience earlier in the meeting. Discussed having Call to the Audience at the beginning and end of meeting.
9. 101 Ways to Help Small Business in Tucson -- Discussion
 - As a commission, we should discuss the top 10 issues that come up repeatedly for small businesses.
 - Each of the Board members can submit the top 10 things that need to be addressed and send them to Ellen Hitchings. She will compile them and have them for the SBC next month.
 - Consider an informal poll on the SBC Newsletter for taxpayers to submit issues, comments, and concerns.
 - Consider adding an item on the SBC website for questions, comments, and concerns.
10. Business License Procedures Task Force – Discussion
Presented by Ellen Hitchings. The next meeting is scheduled for October 7, 2005.
11. Call to the Audience
No response.
12. Future Agenda Items
 - Non-Program vs. Program City for Sales Tax Reporting/Collection
 - Newsletter
 - Business License Procedures Task Force
 - Move SBC meetings for November and December to 2nd Thursday of the month due to holidays
 - University of Arizona Corporate Relations – Sandra Hallenbeck
 - Commercial Recycling
13. Adjournment
Meeting was adjourned at 5:45 pm. Motion by Chuck Josephson, 2nd by Diane Castro.

NOTE: It is the intent of these meeting minutes to get the general meaning of the discussion, summarize what happened, and record official actions. The minutes are not intended to be a verbatim transcription of all that was said. Audio tapes of the meeting are available for review at City Hall, Finance/Revenue Division, 255 West Alameda, 2nd Floor West.